

ORDER FORM FOR **PUBLICATIONS AND SUPPLIES**

To place an order please call or email:

Elizabeth Hewitt

317-232-3637 or 1-800-452-4800 ext. 223,

ehewitt@idoi.in.gov

Or fax to:

317-234-9633

Please fill out the following information:

Name _____

Site Name _____

Address _____

Phone Number _____

What is this order being used for? (Example: Office, Health Fairs, Seminars, etc.)

*Please allow two weeks for processing your order.
Shipments will be sent to address above.*

Date Requested: _____

Requestor: _____

Amount Requested	Item Description	Limit Set
	Client Contact Forms	
	Public & Media Forms	
	Feeling Lost in a Sea of Health Insurance Brochure	
	Medicare Important Numbers Brochure	
	New to Medicare Brochure	
	Looking for a Speaker? Brochure	
	Becoming a Volunteer Brochure	
	Hard Plastic SHIP Display Case	
	Large Open Enrollment Stickers	
	Small Open Enrollment Stickers	
	Large Envelopes (9"x 12")	
	Large Envelopes (10"x 13")	
	Small Padded Envelopes (6"x 10")	
	Envelopes (business size)	
	Pre-Paid Postage Envelopes (business size)	App. Req.
	Prescription Drug Rx Packet	Limit 20
	Medicare Supplement Packet	Limit 20
	Long Term Care Packet	Limit 20
	Extra Help Packet	Limit 20
	New to Medicare Client Packet	Limit 10

❖ **Contents of Prescription Drug Rx Packets:**

	Feeling Lost in a Sea of Health Insurance Brochure	
	Medicare Important Numbers Brochure	
	2015 Medicare Prescription Drug Plans for Indiana	
	Rx for Indiana Card	
	2015 Advantage Health Plans In Indiana	
	2015 Finding Help With Prescriptions Guide	Limit 10
	Yearly Medicare Enrollment Review	

❖ **Contents of Medicare Supplement Packets:**

	Feeling Lost in a Sea of Health Insurance Brochure	
	Medicare Important Numbers Brochure	
	What Is Medicare?	
	Questions You Should Ask When Considering A Supplement	
	Medicare Supplements In Indiana	
	2015 Advantage Health Plans in Indiana	
	Medicare Advantage Plans: Managed Care Plan	
	2015 Choosing A Medigap Policy Book	Limit 10

❖ **Contents of Long Term Care Packets:**

	Feeling Lost in a Sea of Health Insurance Brochure	
	Medicare Important Numbers Brochure	
	Nursing Home Resident With A Spouse At Home	
	The 2015 Self Assessment Guide for LTC Insurance	
	Consumer Information Bulletin	
	What You Should Know About Long Term Care	Limit 10

Date Requested: _____

Requestor: _____

Amount Requested	Item Description	Limit Set
❖ Contents of Extra Help Packets:		
	Feeling Lost in a Sea of Health Insurance Brochure	
	Medicare Important Numbers Brochure	
	Medicare Savings Program Application w/ Help With Medicare Costs Brochure	Limit 100
	Hoosier Rx Application with Insert	
	Extra Help Brochure with Application	Limit 50
	\$0 Premium LIS Qualified Plans in Indiana for 2015	
Hoosier Rx		
	Hoosier Rx Flyer	
	Hoosier Rx Application	
Social Security		
	Brochure Display	
	Boldly Go Brochures	
	What You Can Do Online	
	When To Start Receiving Retirement Benefits	
	Fastest Way to verify SSA & SSI benefits	
	Understanding Extra Help With Your Prescription Drug Plan	
	Apply Online for Disability Benefits	
	A Guide to SSI for Groups and Organizations	
	Understanding the Benefits Booklet	
	Working While Disabled	
	A Snapshot Booklet	
	How Work Affects Your Benefits	
	Extra Help Brochure only	Limit 50
	Extra Help Application only	Limit 50
	Bookmarks	
SMP		
	Personal Health Journals	Limit 50
	Don't Be a Target of Healthcare Fraud Brochure	
	Help Prevent Fraud	
	Who Can Stop Medicare Fraud? You!	
	Stop Healthcare Fraud Flyer	
	SMP Door Hangers	
FSSA		
	Long term Care Under Indiana's Medicaid Program Brochure	
	Hearing & Appeals Under Indiana's Public Assistance Program Brochure	
	Grandparents with Custody of Their Grandchildren May Qualify for Hoosier Healthwise	

Date Requested: _____

Requestor: _____

Amount Requested	Item Description	Limit Set
Generics		
	My Medications List	
	What Are Generic Drugs? Brochure	
	What Brand Name Companies Don't Want You to Know	
	Generics Quiz	
	Generics Brochure	
Other Publications		
	Go Green! Save Tax Dollars Card w/wildflower seeds	
	Your Guide to Mental Health Benefits & Medicare	
	Understanding Medicare 2015	
	Preventive Services Brochure	
	Under 65 and Disabled Brochure	
	2015 Medicare at a Glance	
	Medigap Rights and Protection	
	What is Outpatient Observation?	
	Annuities Key	
	Veteran's Brochure	
	COBRA Brochure	
SHIP Giveaways		
	SHIP Hand Sanitizer	Limit 50
	SHIP Notebooks	Limit 50
	SHIP Neon Pocket Notebooks	Limit 50
	SHIP Pens	Limit 100
	SHIP Pencils	Limit 100
	SHIP Sunscreen (SPF 15)	Limit 50
	SHIP Rulers	Limit 50
	SHIP Clear Card Holder	Limit 50
	SHIP Letter Opener	Limit 100
	SHIP Post It Notes	Limit 100
	SHIP Tape Measures	Limit 100

❖ Contact your Area Manager for other educational materials and supplies.

Date Requested: _____

Requestor: _____

Location to deliver:

Name: _____ Phone: (____) _____

Company Name: _____

Address: _____

*** *Please allow two weeks upon request, for your order to be processed and delivered.***

*Other items may be available upon request.

*Please send your orders to Elizabeth Hewitt by **email** at ehewitt@idoi.in.gov, **call** a 317-232-3637,
Or **fax** at 317-234-9633.

The Center for Medicare and Medicaid Services (CMS) has put a limit on the number of copies of Medicare And You 2015 that can be ordered. In order for your site to obtain copies easily you can order them from their website using the instructions below. You will be limited to twenty copies per order. There is an electronic version available also. CMS and Medicare are encouraging beneficiaries to use the electronic version if they are able to.

Instructions for obtaining a username and password for CMS:

1. Go to the CMS website: <http://ProductOrdering.cms.hhs.gov> (Type it just like this, with no www).
2. Click on Create an Account.
3. You will be instructed to send an email to Mailpubs@cms.hhs.gov. The email needs to state that you are a SHIP counselor requesting a password for ordering publications.
4. You will receive an email back from CMS. They will provide you with further instructions.

Instructions for accesing the electronic version of Medicare and You 2015:

1. Go to www.medicare.gov
2. Click on the Forms, Help & Resources tab at the top of the page.
3. Click on Publications.
4. Click on Medicare & You on the right side of the page.
5. Click on 10050 to view the complete handbook or you can listen to any chapter of the book by clicking on the chapter link.

If you have any questions or need assistance please call us at 1-800-452-4800.

Follow the prompts for SHIP counselors. We will gladly walk you through the steps.